 **Category:**

**Microsoft PowerPoint - Advanced**

Computers

**Course Prerequisite:**

PowerPoint intermediate competency

**Course Length:**

6 hours

 **Materials:**

Included

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Course Description**Go all the way to Advanced level by learning the following:

**Microsoft PowerPoint Training Course Outline**

* Using guidelines
* Creating bulleted and numbered lists
* Using transitions
* Applying a theme
* Creating a template
* Using slide masters to change a number of slides at the same time
* Modifying the slide master
* Creating your own layouts
* Canceling the slide master for one page
* Adding page numbers
* Changing the color scheme of one slide
* Inserting an outline from Microsoft Word
* Replacing fonts throughout a presentation
* Creating tables
* Enhanced drawing
* Duplicating objects
* Rotating and flipping objects
* Aligning objects
* Changing AutoShapes
* Grouping and ungrouping objects
* Using the Format Painter
* Creating and editing graphs
* Changing layouts
* Importing a Microsoft Excel spreadsheet
* Importing a chart
* Linking a spreadsheet
* Working with graphics
* Recoloring and cropping graphics
* Creating Speaker Notes
* Working with the Handout Master
* Applying slide transitions
* Tricks while running a slide show
* Hiding slides
* Using a pen to annotate a presentation
* Using a laser pointer
* Pausing during a slide show
* Blacking out or whiting out the presentation
* Stopping and starting an automatic show
* Branching to other presentations
* Customizing the ribbon
* Understanding PowerPoint Options
* Changing the default presentation
* Animating slides
* Creating custom layouts